

## METHODS OF SEPARATING PERSONNEL

Preamble: If it is decided to reduce the Agency in size, the most formidable task facing us is the rapid and equitable separation of those individuals who are selected as being less effective than their associates. The following are suggested methods for effecting these separations.

1. The first task is for each component to decide which individuals must go.

2. It is then suggested that these individuals be called in by their supervisors and told that the Agency is effecting certain manpower economies and that consequently they will probably be faced with an early request to resign or be selected out. Consequently the supervisor wishes to warn them, to urge them to seek employment elsewhere and to offer them the opportunity of the Agency's assisting them. The supervisor, if appropriate, should insure the individual that this is simply a matter in which the Agency must place a premium on the most effective employees and ask those to leave who have not met the competition.

3. Simultaneously with the above, the Agency should proceed with its efforts to receive authorization from the Congress for retirement of employees with appropriate annuity or separation out pay. Perhaps if the Congress will not provide this legislation, it will reinforce the Director's authority under 102-c.

4. In certain instances and in certain components, reduction in force may be used. As you all know, RIF can be accomplished in any component of any size after the necessary steps are taken to establish areas of competition and individual seniority.

5. Selection out proceedings can be undertaken where a matter of necessity, although it should be pointed out that such individuals receive less favorable treatment than those under a RIF or forcible retirement program.

6. Out placement should be accelerated. A portion of those chosen for separation can undoubtedly be placed in other government departments, in business, in the academic world, and some may even

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